



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
ALL YOUTH ACHIEVING

**Human Resources Division**  
**Intern, Credentialing, and Added Authorization Program (iCAAP)**

**Teacher Adviser, Intern, Credentialing,  
and Added Authorization Program (iCAAP)**

(Special Education or General Education Emphasis)  
Non-school Assignment, Preparation Salary Table (0707)  
(1 Position)

Posting Date: 09/22/2021

The primary role of this Teacher Adviser is to participate in curriculum development, and provide instruction, support to Special Education - Mild/Moderate Disabilities Interns or General Education Interns in the District Intern Program.

**Primary Duties/Responsibilities:**

- ❖ Provides instruction to participating interns as assigned.
- ❖ Assists in the planning, development, and implementation of curriculum and coursework for the Preliminary Education Specialist Instruction Credential - Mild/Moderate Disabilities or General Education Teaching Credential - Multiple Subject or Single Subject.
- ❖ Develops, submits, and implements new narratives which are aligned to the Commission on Teacher Credentials (CTC) Standards for credentials and added authorizations.
- ❖ Develops the necessary teaching skills and competencies grounded in the Teaching and Learning Framework to support teachers in becoming highly effective practitioners.
- ❖ Provides support and formative assessment for interns.
- ❖ Ensures interns meet state requirements for the professional teaching credentials and added authorizations.
- ❖ Monitors and evaluates the performance of interns per program requirements and guidelines.
- ❖ Monitors databases to ensure that all interns are current and on track with anticipated completion date.
- ❖ Plans and facilitates training for cadre meetings for course Instructional Faculty.
- ❖ Trains Instructional Faculty and writes courses designed to develop teaching skills and competencies on an ongoing basis.
- ❖ Articulates with iCAAP leaders on a regular basis for shared directions and unified goals in the coordination of program and performance goals.
- ❖ Communicates with new teachers, instructors, advisers, and other iCAAP or Human Resources staff.
- ❖ Performs other duties as assigned in accordance with the District/UTLA agreement.

**Salary: Teacher Preparation Salary Table; A-Basis + Differential at District's discretion; 261 paid days, 8-hour assignment**

- ❖ In the case of an annualized employee who is changing basis during the year, this change may result in an annualized "settlement" (i.e., the process by which the District resolves an under or overpayment).
- ❖ For employees who change basis during the school year, this basis change may prevent them from earning a full year of service credit.
- ❖ Selected individual may be subject to displacement due to budget limitations.

**Minimum Requirements:** All minimum requirements must be met on or before the filing deadline. It is the applicant's responsibility to ensure that appropriate documentation is on file with Human Resources. For additional information, please email [HRSupportServices@lausd.net](mailto:HRSupportServices@lausd.net).

- ❖ Permanent certificated employee of the Los Angeles Unified School District
- ❖ Five (5) years of successful full-time public school certificated service as a Special Education teacher or General Education teacher
- ❖ A valid California Education Specialist Instruction Credential – Mild Moderate Disabilities or General Education Teaching Credential – Multiple Subject or Single Subject
- ❖ English Learner Authorization



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*Note: Applicants are advised that meeting the minimum stated requirements does not ensure an invitation to an interview.*

**Desirable Experience/Qualifications:**

- ❖ Bilingual Authorization - Spanish
- ❖ In-depth experience in special education professional development
- ❖ In-depth knowledge of and experience with the new Common Core requirements
- ❖ Knowledge of the California Standards for the Teaching Profession and the new English Learner requirements for Preparation and Clear Credentialing Programs
- ❖ Knowledge of adult learning best practices and effective techniques to support beginning teacher development
- ❖ Knowledge of State Frameworks, LAUSD curriculum and assessment and LAUSD initiatives including the Educator Growth & Development Cycle (EGDC) experience in supporting new teachers
- ❖ Skills in fostering positive staff morale and team building
- ❖ Skills in the use of technology applications (database, Power Point, Excel, and Word)
- ❖ Leadership experience in professional development
- ❖ Commitment to working collaboratively
- ❖ Excellent oral and written communication skills
- ❖ Ability to work evenings twice weekly on selected weekdays or Saturdays
- ❖ Possession of a California driver license and use of an automobile

*Assignment Limitation: The Non-school Assignment, Preparation Salary Table position and the person serving in the position are subject to annual review by the immediate supervisor, employees may serve in such positions for a maximum of five consecutive years.*

**Application Procedures:**

To be considered for this position, applicants must submit the following:

1. Letter of intent that describes successful experience in the following areas:
  - a. Knowledge and experience in information and systems management which includes collecting and analyzing data to make informed decisions
  - b. Development of curriculum for teacher education based on the CTC standards and guidelines
  - c. Experiences supporting new teacher growth and development through an effective professional learning environment and curriculum
2. Current resume (including employee number)
3. Two (2) professional references with contact information (**one reference must be from the current supervisor**)

**Submit application materials via email to:**

Application materials must be emailed to Jakira Terrance ([jakira.terrance@lausd.net](mailto:jakira.terrance@lausd.net)). Include the following in the email subject line: "Teacher Adviser, iCAAP Application - Applicant Name".

**Jakira Terrance**  
**(213) 241-5466**

**DEADLINE: Wednesday, October 6, 5:00 PM**

**All application materials must be received by the filing deadline.**  
**Materials sent by U.S. Mail, School Mail, or fax will not be accepted.**